

## **JOB OPPORTUNITY**

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Posting Date

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
for  
Fiscal Specialist

**All Applications must be received by:**

#### **SUMMARY OF SERIES:**

Working within an Departmental Administrative Office or a department within the Administrative Office of the Trial Court with its own budget line-item, the Fiscal Specialist performs a variety of fiscal and administrative responsibilities. The Fiscal Specialist also provides clerical support as needed. The position title above the entry level requires the performance of increasingly more responsible work which requires more knowledge of fiscal and administrative policies and the exercise of more independent judgment. Employees are hired at the entry level position title and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

#### **ORGANIZATIONAL LEVEL:**

**Fiscal Specialist I** - This is the entry level position title within this series. Employees at this level are expected to perform a variety of fiscal duties related to budgeting purchasing, and billing.

**Fiscal Specialist II** - This is the second level position title within this series. Employees at this second level are expected to perform higher level fiscal duties in the areas of fiscal planning and projections, to recommend ways to improve activities, and to exercise more independent judgment.

#### **MAJOR DUTIES:**

##### **Fiscal Specialist I Duties:**

Coordinates the annual budget process, including preparing spending plans and expansion budget requests based upon information provided by the manager.

Maintains the budgetary control register and prepares and files the monthly expenditure reports.

Determines the need, makes recommendations, and prepares requests for inter-subsidiary budget transfers. Ensures that funds are properly encumbered for approved contracts and

programs.

Functions as the purchasing agent for the office purchasing all supplies and equipment. Provides ongoing advice and information on the availability of funding for the purchase of goods and services. Maintains files for purchase order requests.

Reviews and verifies accuracy of invoices and prepares payment vouchers and other fiscal documents required to pay vendors for goods and services.

Monitors payment and encumbrance transactions on the Massachusetts Management and Accounting Reporting System (MMARS). Tracks fiscal transactions and responds to inquiries on the status of accounts.

Assists vendors with payment research and responds to related inquiries.

Works with the Fiscal Affairs Department of the Administrative Office of the Trial Court concerning fiscal and administrative matters.

Provides administrative support for programs and operations performed within the office.

Performs related duties as required.

**Fiscal Specialist II Duties:**

Performs fiscal planning, including providing financial projections and participating in the decision-making on how resources will be expended.

Regularly evaluates fiscal and administrative activities and recommends ways to improve such activities.

Reviews, investigates, and resolves complex billing problems.

Generates ad-hoc reports from the warehouse to evaluate fiscal activities.

Performs special projects.

Develops and maintains data bases to assist in monitoring fiscal and administrative activities.

Performs all of the duties of the lower level of this series.

**POSITION REQUIREMENTS:**

**Fiscal Specialist I Requirements:**

Associates degree in accounting, bookkeeping, or related field and up to two years experience in accounting or office management. Bachelors degree preferred.

Knowledge of bookkeeping, account, and other administrative procedures.

Strong organizational and administrative skills.

Ability to work professionally with judges, court officials, court personnel, and the general public.

Ability to communicate effectively.

Demonstrated ability to use personal computers, including MS-DOS and Windows environments, word processing and spreadsheets.

Ability to perform Trial Court fiscal procedures in accordance with MMARS accounting system.

Ability to type accurately and to effectively draft correspondence.

**Fiscal Specialist II Requirements:**

A minimum of three years of experience as an Administrative Account Representative I.

Considerable knowledge of Trial Court fiscal and administrative policies and procedures.

Demonstrated ability to perform fiscal analysis and to make projections.

Demonstrated ability to identify problems and to propose feasible solutions.

Demonstrated ability to perform duties with minimal supervision and to exercise independent judgment.

**SALARY RANGE:**

Completed applications should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office.

**AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER**